

OIT-0005-86

~~31 DEC 1985~~

2 Jan 1986

MEMORANDUM FOR: Director of Logistics

FROM: William F. Donnelly [redacted]
Director of Information Technology

SUBJECT: Establishment of an OIT Contracting Team

1. OIT requires the close, specialized assistance of a professional contracting team in order to support its activities in the most timely and cost-effective manner. We have held some discussions on this matter with members of your office, and based on these discussions we ask you to designate an OIT team as follows:

a. The team should consist of 5-6 officers and a secretary experienced in logistics work. The senior officer should be a GS-15. The team will serve the office in its entirety, but will report directly to the Deputy Director of OIT - Management.

b. The team should include at least 3 or 4 contracting officers and an auditor. The fifth officer (or sixth) might be a contract security officer. We are prepared to take your advice about the need for a security member of the team.

c. We prefer a delegation of authority similar to that given the DDI contracting team.

d. We probably will locate the team in [redacted] when our office takes space there. It is a convenient point between the units that will use the team's services. We would like to form the team as an entity before the space is available because we need their support now.

2. We are prepared to provide up to half of the positions required for the team. In 1986, we can provide up to two positions. Should the team grow to six or more, we will provide the additional OIT positions in 1987. I hope that you will give this request your earliest attention. If you have questions of a technical nature, please contact [redacted] Chief, Management Division, OIT, Secure [redacted] my Deputy Director for Management, will be away until 6 January, but after that date he will be the office referent for this action.

William F. Donnelly [redacted]

/OIT:WFDonnelly:mjl [redacted] 2Jan85)

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